



October 6, 2003

**OKLAHOMA BULLETIN NO. OK360-4-4****SUBJECT: PER - Employee Performance Incentive Awards For FY2003**

**Purpose:** To inform employees of the Performance Awards nomination process for FY2003.

**Expiration Date:** September 30, 2004

**ACTION REQUIRED BY: OCTOBER 31, 2003**

Nominations for Performance Awards for Fiscal Year 2003 will be accepted from October 1, 2003, through October 31, 2003. During this timeframe supervisors may nominate employees for Performance or Quality Step Increase (QSI) awards for recognition based on performance. Nominations for Extra Effort (previously known as Special Acts) of Service will also be accepted. **Do not submit nominations for Spot Awards, Time-off Awards or non-monetary awards since these types of awards will not be considered during this timeframe.**

The following definitions will assist you in determining the appropriate award.

**Quality Step Increase (QSI)** - This is an additional within-grade increase that may be granted for sustained, high quality performance significantly above that expected at the "Results Achieved" level. A recommendation for a QSI must be supported by a "Results Achieved" rating and written documentation. The supervisor must provide documentation that specifically describes: 1) the actual results achieved and their linkage to established targets (goals); 2) how the employee substantially exceeded the performance standards and expected work results communicated to the employee by the supervisor; 3) how the employee's performance has been sustained at such a high level throughout the performance appraisal period. Employees who exceed in all performance elements may be recommended for a cash award equivalent to 1 1/2 times a step increase (see attached chart) **or** a QSI.

**Note:** *Quality step increases are not appropriate when it is known an employee is in step 10 of the pay range or when it is known that the employee is about to receive a promotion or vacate a position within 60 days. A QSI may be appropriate if the employee is moving to a similar position at the same grade level and performance is expected to continue at the same level of effectiveness.*

**Performance Award** - This award recognizes superior or outstanding work accomplishments during the past fiscal year that is supported by a "Results Achieved" performance rating. The supervisor must provide documentation that specifically describes: 1) the actual results achieved and their linkage to established targets (goals); 2) how the employee substantially exceeded the performance standards and expected work results communicated to the employee by the supervisor. The award may be cash or a Quality Step Increase (QSI). A cash award in the amount of \$750 to \$1,000 may be recommended for employees who exceed in the majority of their performance elements (i.e., 2 out of 3, 4 out of 5).

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**Cash Award for Extra Effort** (Previously known as Special Act) - A cash award that may be given to an individual employee (Individual Cash Award) or to several employees (Group Cash Award) to recognize a single accomplishment during a specific time frame. For example, Bill Jones, Peter Smith, and Susan Campbell provided assistance to XYZ field office during CRP signup from April 13, 2003, to May 10, 2003. Only a brief description of the accomplishment is necessary. Amounts appropriate for this type of recognition may range from \$300 to \$750.

**To facilitate award nominations for FY2003 the following procedures will be used:**

- 1) **Performance Award or Quality Step Increase (QSI)** - Supervisors will make their nomination(s) by using form AD-287-2, Recommendation & Approval of Awards, and by attaching a copy of the FY03 performance appraisal and justification documentation (refer to the definition for required documentation and see attachment 1 Justification Outline). Please complete blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 16, 19, 20 on the AD-287-2. A cash award in the amount of \$750 to \$1,000 may be recommended for employees who exceed in the majority of their performance elements (i.e., 2 out of 3, 4 out of 5). Employees who exceed in all performance elements may be recommended for a cash award equivalent to 1 1/2 times a step increase (see attached chart) or a QSI. The AD-287-2 form is available at the following website: <http://dab.nfc.usda.gov/forms/ad287-2.pdf>.
- 2) **Extra Effort** (previously known as Special Act) - Supervisors will make their nomination(s) by using form AD-287-2, Recommendation & Approval of Awards, and attach a brief description of the accomplishment. You do not need to attach a copy of the performance appraisal for Extra Effort cash awards. Please complete blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12 (place an ☒ in Extra Effort Award), 13, 14, 15, 20 on the AD-287-2.
- 3) The AD-287-2 and supporting documentation should be forwarded to the appropriate Assistant State Conservationist (FO) or State Leadership Team (SLT) member for their review and concurrence.  
**Mark the envelope "To Be Opened By Addressee Only."**
- 4) The SLT member will forward the recommendations to Human Resources **by November 10, 2003**.
- 5) The Awards Committee will review the recommended awards for consistency and forward to me for final approval.
- 6) Human Resources will process the awards to be effective no later than December 14, 2003. The award payment will be disbursed to the check mail address on record for the employee. For most employees, this will be their checking account.

Questions concerning the awards process may be directed to Kay Mayes at (405) 742-1209 or Debbie Ruark at (405) 742-1212.

/s/

M. DARREL DOMINICK  
State Conservationist

Attachments

## **ATTACHMENT 1**

### **JUSTIFICATION OUTLINE**

Following is a step-by step outline that describes the sections and verbiage to justify an award. This is an example of what to include in your justification and is not all-inclusive.

- I. During the period of (give time of performance), (give name of individual or group), give explanation of accomplishment).
- II. This exceeded expectations as identified in the current position description by:
  - a. Improving quality.
  - b. Timely completion of the project.
  - c. Increasing productivity.
  - d. Overcoming adverse obstacles or working under unusual circumstances.
  - e. Using unusual creativity.
  - f. Saving the Government time and/or money.
  - g. Increasing program effectiveness.
- III. As a result:
  - a. Project acceptance.
  - b. Savings in time, money , and /or material
  - c. More efficiency.
  - d. Effectiveness.
  - e. Technological advancement.
  - f. Productivity increase
  - g. Improved levels of cooperation that will result in...
- IV. Therefore, we propose an award of (amount).

## ATTACHMENT 2

### QUALITY-STEP INCREASE (QSI) CHART

SPECIAL SALARY RATE FOR COMPUTER SPECIALIST				
GRADE		STEP INCREASE		1 1/2 TIMES INCREASE
9			\$1,539.00	\$2,308.50
11			\$1,691.00	\$2,536.50
12		VARIES	\$1,940.00	\$2,910.00

GENERAL SCHEDULE SALARY TABLE W/O LOCALITY PAY				
GRADE		STEP INCREASE		1 1/2 TIMES INCREASE
4			\$698.00	\$1,047.00
5			\$781.00	\$1,171.50
6			\$871.00	\$1,306.50
7			\$968.00	\$1,452.00
8			\$1,072.00	\$1,608.00
9			\$1,184.00	\$1,776.00
11			\$1,433.00	\$2,149.50
12			\$1,717.00	\$2,575.50
13			\$2,042.00	\$3,063.00
14			\$2,413.00	\$3,619.50